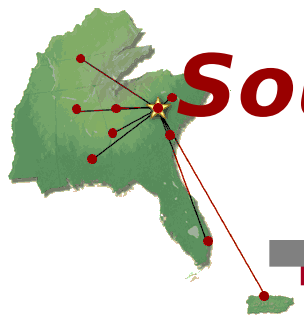


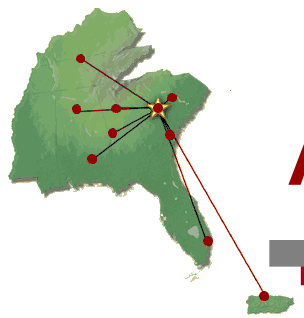
Southeast Regional Contracting Office (SERCO)

Application Procedures for the Government Purchase Card Program

Agency/Organization Program Coordinator

U.S. ARMY MEDICAL COMMAND
HEALTH CARE ACQUISITION ACTIVITY
RESPONSIVE AND DEDICATED

"MULTIPLYING THE HEALTH CARE FORCE STRUCTURE THROUGH QUALITY AND RESPONSIVE CONTRACTS"

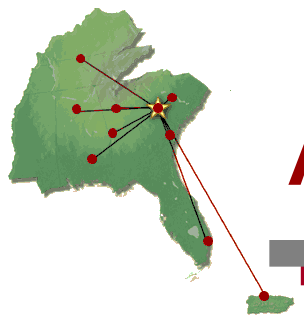


Application Procedures

SUBMIT THROUGH THE RMO POC TO THE A/OPC—

NOMINATION

- For billing official or alternate, memorandum from the command/director level nominating
- For cardholder, memorandum from the AO nominating cardholder to include—
  - Justification for account
  - Type of actions to be procured



Application Procedures

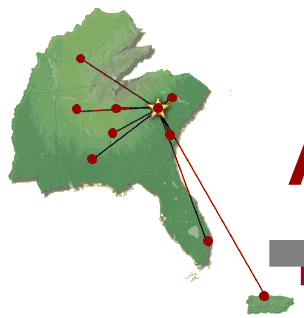
PROOF OF TRAINING

- 8-hour classroom
- DAU certificates
- Acquisition ethics—must complete annually

CREDIT WORTHINESS FORM

Cardholders only

Complete with supervisor/command signature



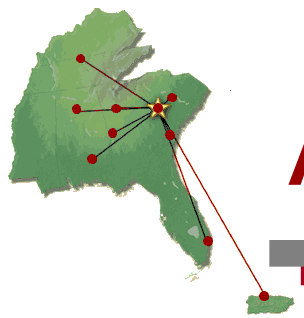
Application Procedures

COMPLETED APPLICATION

- Name, Office Address, Work Telephone Number
- Single Purchase/Monthly Limits
- Billing Official and Managing Account Number for Cardholders

NOTE: Provide past accounts held by nominee and the

issuing office for that account



Application Procedures

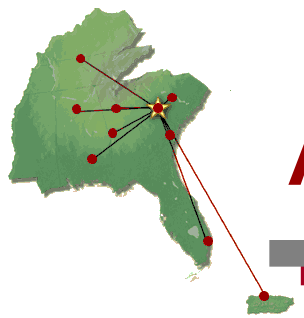
NOTE: Applications for Billing Official must include “1” verification question

Mother’s maiden name _____

Child’s name _____

Pet’s name _____

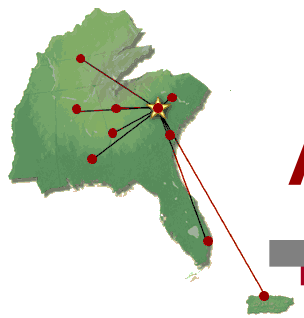
Favorite sport’s team _____



Application Procedures

BILLING OFFICIAL RECEIVES

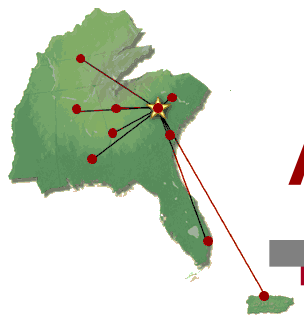
Appointment, acknowledgement, and DD Form 577 (these must be signed and returned to SERCO before we release your CARE access)



Application Procedures

CARDHOLDER RECEIVES

Card, delegation, and acknowledgement (acknowledgement must be signed and returned to SERCO)



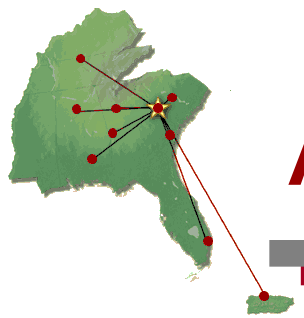
Application Procedures

SERCO

Will fax DD form 577 and acknowledgement to DFAS Indy

RMO

Must forward original DD form 577 to DFAS Indy



Application Procedures

QUESTIONS